

**HISTORIC DISTRICT COMMISSION
MINUTES OF
September 7, 2021**

The Historic District Commission of the City of Norman, Cleveland County, State of Oklahoma, met for the Regular Meeting on September 7, 2021, at 5:30 p.m. Notice and Agenda of the meeting were posted at 201 West Gray Building-A, the Norman Municipal Building and at www.Normanok.gov twenty-four hours prior to the beginning of the meeting.

Commissioner Emily Wilkins called the meeting to order at 5:34p.m.

Item No. 1, being: Roll Call.

MEMBERS PRESENT:	Mitch Baroff Shavonne Evans Joan Koos Brent Swift Emily Wilkins Barrett Williamson Michael Zorba
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MEMBERS ABSENT:	Aaron Brooks Tabor Halford
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A quorum was present.

STAFF MEMBERS PRESENT:	Anaïs Starr, Planner II Tara Reynolds, Admin Tech III Jeanne Snider, Assistant City Attorney
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GUESTS:	Stanley Berry Jordan & Helen Carter
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Item No. 2, being: Approval of the Minutes from the August 2, 2021 regular meeting.

Motion by Barrett Williamson for approval minutes from the August 2, 2021 regular meeting;
Second by Joan Koos.

The motion was passed unanimously.

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Item No. 3, being: HD (21-13) Consideration of a Certificate of Appropriateness request for the demolition of a deck, basement entry, and window awnings on the rear of the structure, and for the installation of two small additions and a porch on the rear of the structure, and

for the replacement of windows and doors in a non-original addition on the rear of the structure for property located at 518 S. Lahoma Avenue.

Motion by Brent Swift to approve item #3; **Second** by Michael Zorba.

Anais Starr presented the staff report.

The applicant's representative, Stanley Berry of 820 Clement Drive, discussed the reasons for the project:

- The footprint of the new addition will be almost the same, and the entry to the basement will have full size walls to match the rest of the house.

No public comments were made.

Commission comments and discussion consisted of:

- There was discussion regarding the replacement of windows. The current windows are single panes of glass with applied muttons and do not open. They are also located on a non-original addition. They will be replaced with simulated divided light windows with muttons and aluminum clad on the outside for modern convenience. While wood windows is preferred per the guidelines, this is in the rear of the structure.
- One tree will be removed that is leaning towards the structure.
- The basement entry and walls will be rebuilt to be full size, which will match the primary structure.
- The landscape architect is Brent Wall.

The motion was approved unanimously.

Ms. Starr noted that there is a 10-day waiting period until the COA will be issued.

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Item No. 4, being: Staff report on active Certificates of Appropriateness and Administrative Bypass issued since August 2, 2021 and consideration of six-month extension requests for expiring COAs.

- 904 Miller – Staff will pursue violation notice.
- 518 Chautauqua – COA issued 6/1/20, building permit issued August 2020, work has begun as of August 2021.
- 536 Chautauqua – COA issued 8/3/20. Work on garage and driveway is complete, and the fence work is beginning.
- 1320 Classen – COA issued 3/1/21. Windows replaced correctly. Unapproved work on soffit was stopped by HPO, that work is in the middle of being replaced with original design. Rear porch was not built to the approved COA. Driveway and garage

laid out incorrectly. Submitted site plan was incorrect. Stop work order issued after columns started to be painted.

- 620 Miller – COA issued 3/1/21. Work has not started on the shutters.
- 605 Okmulgee – COA issued 4/5/21. Work has not started on the siding or windows.

6 month extension requests – None.

Administrative bypass requests – None.

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Item No. 5, being: Discussion of progress report regarding the FY 2021-2022 CLG Projects.

2021-2022 Certified Local Government Fund

\$ 150 National Alliance of Preservation Conference (NAPC) Dues
\$7,000 Commission Assistance and Mentoring Program (C.A.M.P)
Training for Commissioners
\$2,500 Planning Conference attendance for staff
\$ 600 Education Mailing
\$10,750 CLG Total allocation for 2021-2022

The Commission will have to watch the NAPC C.A.M.P. training together in person, and they chose the dates of November 9 and November 18.

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Item No. 6, being: Discussion and recommendation to City Council of the revised Historic Preservation Guidelines.

This item was not discussed.

Item No. 7, being: Consideration and recommendation to the City Council of the Draft Historic District Ordinance.

Summary of proposed revisions

- 1) Typos/Corrections needed in the Ordinance.
- 2) Clearing up repetitions and conflicts in the Ordinance.
- 3) Aligning definitions between the Guidelines and the Ordinance.
- 4) Staff proposes that Certificate of Appropriateness be valid for 12 months instead of 6 months, and be limited to a one-time 6 month renewal.
- 5) Staff proposes that letters to adjacent property owners be sent out 7 days prior to the Commission meeting; this would align with when the Historic District Notice is placed in the yard.
- 6) Staff proposes that the required date agenda packets are sent to the Commission change from 5 working days to 5 days.

The Commission would like to keep the agenda packet dispersal dates the same, 5 working days in advance. The wording for ordinary maintenance and repair section needs to be strengthened and clarified as to what that means. Clarification suggestions were only painting and roofing do

not require a COA. Some Commissioners felt that this section of Historic District Ordinance (ordinary maintenance and repair) does not have enough criteria or a mechanism for determining what is allowable, and what should be approved by Administrative Bypass. Staff explained that each category of proposed work had its own list of allowable items by Administrative Bypass items and a set standards to be met.

The Commission recommended tightening of the language regarding what is considered ordinary maintenance and repair in the Ordinance, and the addition of what requires a full COA versus a COA by Administrative Bypass for this section. The fear is people will misinterpret the Guidelines, and the Guidelines should be defensible in court.

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Item No. 8, being: Miscellaneous comments of the Historic District Commission and city staff.

There will be a SHPO training in December before the regularly scheduled meeting.

Item No. 9, being: Adjournment.

The meeting adjourned at 7:20 p.m.

Passed and approved this _____ day of _____, 2021.

Emily Wilkins, Chair
Historic District Commission